

Verification

Confirmation of
Eligibility for Free
and Reduced Price
Meals

Verification

- Only after application is approved using the information on the application.
- Children certified under direct certification are not included.
- May begin verification before Oct. 31 by estimating the number of applications on file.

Cont.

- May verify more than required number as long as selection does not involve discrimination.
- District has an obligation to verify all questionable applications. These applications are in addition to required number.

2 Types of Verification

- Random sampling
- Focused sampling

Sample Size Is Based On:

- Number of applications on file October 31.
- Each application counts as one application regardless of the number of children on the application.
- When calculating sample size, round all fractions or decimals up to nearest whole number.
- Random selection method—3%.

Calculation Sample Size

- 340 applications on file

X.03

10.2

- Required to verify 11 applications

Once household is selected:

- SFA must send notice informing them of selection and type of information acceptable.
 - Social security number of each adult in household or indication that adult does not have a social security number
 - Documentation of income.

Cont.

- Income information from the most recent month available/or proof current food stamp household.
- Statement of termination if information is not provided by deadline.

Deadline for Verification

- December 15
- Verification is considered complete once letter has been mailed to household

Cont.

- SFA has an obligation to verify all questionable applications.
- SFA must complete the verification process for all households that have been selected.

Written evidence must contain:

- Name of the household member
- Amount of income received
- Date the income received

Cont.

- Verification is complete when eligibility is-
 - Confirmed **OR**
 - Changed to higher level **OR**
 - Adverse action letter mailed to notify household of reduction or termination.
- * **Remember-changes in eligibility status apply to all children in the household**

Notification of Adverse Action must include:

- Change in benefits
- Reason for change
- Appeal within 10 days of adverse action notice to insure continued benefits during hearing process.
- Instruction on how to appeal
- May reapply

Recordkeeping

- Description of verification efforts
 - Selection process
- Total number of applications on file 10/31
- % or number of verified by 12/15

Recordkeeping cont.

- Copies of income documentation
- Copies of all correspondence
- Any changes in eligibility, reason for change and date change is made
- Any additional information needed to show verification efforts.

Appeal Process

- During process, student will continue to receive free or reduced price meals if household asks for a hearing within 10 days of date of notice of termination.
- Prior to hearing, school official or parents may request a conference.

Cont.

- Hearing must provide the following:
 - Simple method to make an oral or written request for a hearing.
 - An opportunity to be assisted by an attorney or other person.
 - An opportunity to examine the documents and records presented to support the decision.

Cont.

- Reasonable promptness and convenience in scheduling a hearing.
- An opportunity to present oral or documentary evidence.
- An opportunity to question or refute any testimony.
- Hearing will be conducted by an official who did not participate in the decision.
- Decision is based on evidence presented.

Cont.

- All parties notified in writing on the decision.
- Complete written record for files:
 - Decision under appeal
 - Evidence presented
 - Summary of oral testimony
 - Decision and reasons for decision
 - Copy of notification
 - Keep records for 3 full federal fiscal years

For additional information

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